

**Office of U.S. Senator Tammy Baldwin
Regional Representative – Northwestern Wisconsin
Spring 2022**

U.S. Senator Tammy Baldwin is seeking a Northwest Regional Representative to act as her liaison to organizations, businesses and individuals in northwestern Wisconsin, and advise her and her staff on community and regional developments.

Qualified candidates will possess strong time management skills, have the ability to self-direct and have thorough knowledge of important issues and events in northwestern Wisconsin. Desired qualities include the temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner; the comfort to speak in front of people, groups and organizations; and the ability to work cooperatively and courteously with others.

Interested applicants should send a resume, cover letter, references and salary requirements to BaldwinRegionalRep@gmail.com. Please apply by April 18, 2022. Applications may be accepted on a rolling basis until the position is filled.

Veterans and traditionally underrepresented groups are encouraged to apply.

The Office is an equal employment opportunity employer in accordance with the requirements of Senate Rules, regulations and applicable federal laws. The Office does not discriminate on the basis of an individual's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service, or any other factors prohibited by applicable federal law. The Office also prohibits discrimination on the basis of sexual orientation and gender identity.

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Job Summary:

The Regional Representative for Northwestern Wisconsin acts as the Senator's liaison to organizations, businesses and people in the region, and advises the Senator and colleagues on community and regional developments.

Job Duties and Responsibilities:

- Acts as a representative for the Senator in Northwestern Wisconsin counties;
- Establishes and maintains relationships with government units, community groups, organizations, businesses, and individual constituents and leaders in the region;
- Assists in creating and maintaining strategic lists of constituents, groups, and stakeholders in order to foster relationships and communication on priority issues;
- Consults with the Director of Outreach on initiating meetings with individuals, businesses, organizations, and representatives of federal, state and local agencies to support the Senator's legislative agenda and to address constituents' concerns;
- In collaboration with the Director of Outreach and others on the management team, implement strategic projects to disseminate legislative updates to community members, as well as gather and document community support for legislative initiatives;
- Prepares memos for the Senator when she is preparing for a meeting in Northwestern Wisconsin;
- Accompanies and staffs the Senator when she is in Northwestern Wisconsin or outside the region as assigned;
- Submits after-action reports from the Senator's events including any needed legislative, communication, casework, or scheduling follow-up;
- Documents significant interactions, strategic lists, and contacts within the office database;
- Submits weekly report highlighting relevant outreach activities;
- Works with the State Director, Director of Outreach, and Legislative and Constituent Services teams to identify strategic opportunities for the Senator;

- Assists the State Scheduler in planning and implementing the Senator's schedule in Northwestern Wisconsin by providing relevant background information, site recommendations and suggestions on constituent meetings;
- Monitors regional developments and opinions of community, government and constituent leaders;
- Attends civic meetings and community events to represent the Senator;
- Remains abreast of current legislative and local issues relating to Northwestern Wisconsin, and keeps the Senator and staff informed of those issues;
- Exercises discretion, confidentiality and independent judgment in the performance of his/her duties.

Skills and Knowledge

- Associate Degree or higher and/or extensive related experience/training in public policy and outreach;
- Strong oral and written communication skills;
- Ability to digest large amounts of information and produce succinct and relevant summaries to share with colleagues;
- Familiarity with the issues and events in Northwestern Wisconsin;
- Comfort initiating first-meetings, building relationships and communicating with new people and organizations;
- Comfort occasionally speaking in front of people, groups and organizations;
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- Demonstrated teamwork skills in a hybrid work environment;
- Strong time management, organizational skills, and ability to self-direct;
- Thoughtful and careful attention to detail;
- Working knowledge of a second language is valued but not required;
- Working knowledge of legislative process and of Senate organization and procedures;
- Knowledge of local, state and federal government agencies and departments;
- Knowledge of computer databases, systems and office computer applications;
- Access to reliable transportation with which to travel in assigned geographic area.

Salary: Commensurate with experience.